

## MEMORANDUM

Agenda Item No. 11(A)(19)

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**TO:** Honorable Chairman Bruno A. Barreiro  
and Members, Board of County Commissioners

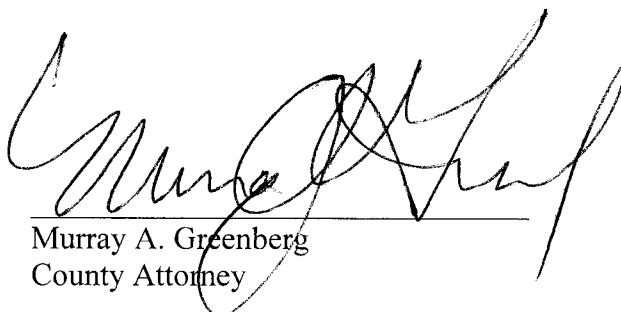
**DATE:** June 5, 2007

**FROM:** Murray A. Greenberg  
County Attorney

**SUBJECT:** Resolution authorizing  
in-kind services for the XIII  
Inter-American Conference of  
Mayors

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The accompanying resolution was prepared and placed on the agenda at the request of Senator Javier D. Souto.



Murray A. Greenberg  
County Attorney

MAG/jls



# MEMORANDUM

(Revised)

**TO:** Honorable Chairman Bruno A. Barreiro  
and Members, Board of County Commissioners

**DATE:** June 5, 2007

**FROM:** Murray A. Greenberg  
County Attorney

**SUBJECT:** Agenda Item No. 11(A)(19)

Please note any items checked.

- ☐ "4-Day Rule" ("3-Day Rule" for committees) applicable if raised
- ☐ 6 weeks required between first reading and public hearing
- ☐ 4 weeks notification to municipal officials required prior to public hearing
- ☐ Decreases revenues or increases expenditures without balancing budget
- ☐ Budget required
- ☐ Statement of fiscal impact required
- ☐ Bid waiver requiring County Manager's written recommendation
- ☐ Ordinance creating a new board requires detailed County Manager's report for public hearing
- ☐ Housekeeping item (no policy decision required)
- ☐ No committee review

Approved \_\_\_\_\_ Mayor

Agenda Item No. 11(A)(19)

Veto \_\_\_\_\_

06-05-07

Override \_\_\_\_\_

RESOLUTION NO. \_\_\_\_\_

RESOLUTION AUTHORIZING IN-KIND SERVICES FROM THE MIAMI-DADE POLICE DEPARTMENT, THE MIAMI-DADE TRANSIT AGENCY, THE COMMUNICATIONS DEPARTMENT, THE ENTERPRISE TECHNOLOGY SERVICES DEPARTMENT, THE OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT, AND THE MIAMI-DADE FIRE RESCUE DEPARTMENT FOR THE JUNE 11-14, 2007 XIII INTER-AMERICAN CONFERENCE OF MAYORS AND LOCAL AUTHORITIES SPONSORED BY FIU'S INSTITUTE FOR PUBLIC MANAGEMENT AND COMMUNITY SERVICE, A NOT-FOR-PROFIT ORGANIZATION, IN AN AMOUNT NOT TO EXCEED \$35,948.00 TO BE FUNDED IN PART FROM THE COUNTYWIDE IN-KIND RESERVE FUND, AND IN PART FROM THE NON-AD VALOREM PORTION OF THE FIRE RESCUE IN-KIND RESERVE FUND

**WHEREAS**, FIU's Institute of Public Management and Community Service has requested in-kind services from the Miami-Dade Transit Agency, the Communications Department, the Enterprise Technology Services Department, the Office of Community and Economic Development, and the Miami-Dade Fire Rescue Department for the June 11-14, 2007 XIII Inter-American Conference of Mayors and Local Authorities in an amount not to exceed \$35,948.00 (see attached Fee Waiver/In-kind Service Application); and

**WHEREAS**, FIU's Institute of Public Management and Community Service is a not-for-profit organization; and

**WHEREAS**, the XIII Inter-American Conference of Mayors and Local Authorities will further strengthen the role of local government officials in providing leadership on the major issues common to the Western Hemisphere; and

**WHEREAS**, the XIII Inter-American Conference of Mayors and Local Authorities is expected to draw several hundred legislative and executive officials from city, regional, and national governments in the Americas and interested parties from private and non-governmental organizations throughout the Americas; and

**WHEREAS**, the XIII Inter-American Conference of Mayors and Local Authorities is a special event, as that term is defined on the attached Fee Waiver/In-kind Service Application, and \$32,588.00 of the in-kind services shall be funded from the Countywide In-kind Reserve Fund and \$3,360.00 of the in-kind services shall be funded from the Fire Rescue In-kind Reserve Fund; and

**WHEREAS**, this Board desires to provide County in-kind services to ensure a successful XIII Inter-American Conference of Mayors and Local Authorities,

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA**, that this Board authorizes in-kind services from the Miami-Dade Police Department, the Miami-Dade Transit Agency, the Communications Department, the Enterprise Technology Services Department, Office of Community and Economic Development, and the Miami-Dade Fire Rescue Department in an amount not to exceed \$35,948.00, to be funded in part from the Countywide In-kind Reserve Fund and in part from the non-ad valorem portion of the Fire Rescue In-kind Reserve Fund for the June 11-14, 2007 XIII Inter-American Conference of Mayors and Local Authorities, as outlined in the attached budget, incorporated herein by reference, and in Exhibit 1.

The foregoing resolution was sponsored by Senator Javier D. Souto and offered by  
Commissioner \_\_\_\_\_, who moved its adoption. The motion was seconded by  
Commissioner \_\_\_\_\_ and upon being put to a vote, the vote was as follows:

Bruno A. Barreiro, Chairman	
Barbara J. Jordan, Vice-Chairwoman	
Jose "Pepe" Diaz	Audrey M. Edmonson
Carlos A. Gimenez	Sally A. Heyman
Joe A. Martinez	Dennis C. Moss
Dorrian D. Rolle	Natacha Seijas
Katy Sorenson	Rebeca Sosa
Sen. Javier D. Souto	

The Chairperson thereupon declared the resolution duly passed and adopted this 5<sup>th</sup> day  
June, 2007. This resolution shall become effective ten (10) days after the date of its adoption  
unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this  
Board.

MIAMI-DADE COUNTY, FLORIDA  
BY ITS BOARD OF  
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By: \_\_\_\_\_  
Deputy Clerk

Approved by County Attorney as  
to form and legal sufficiency.

MR

Monica Rizo

7

**THIRTEEN INTER-AMERICAN CONFERENCE OF MAYOR**  
**In-Kind Services Budget**  
**Inter-American Conference of Mayors**  
**June 11-14, 2007**

**VARIOUS DEPARTMENTS****County Staff Support for Conference Administration****\$10,048**

1. Maria Batista – Transit (40 hrs)
2. Karen Naya – Communications (40 hrs)
3. Winston Parkinson – OCED (40 hrs)
4. Yemar Reus - Fire Dpt. (40 hrs)
5. Carlos Heredia - Fire Dpt. (40 hrs)
6. Manny Serrano – Transit (32 hours)

$$\begin{aligned} \$44.00 \times 40 \text{ hrs} &= \$1,760 \\ \$1760 \times 4 &= \$7,040 \text{ (4 Staff)} \end{aligned}$$

$$\begin{aligned} \$40.00 \times 32 \text{ hrs} &= \$1,400 \text{ (1 Staff)} \\ \$40.00 \times 80 \text{ hrs} &= \$3,200 \text{ (2 Staff)} \end{aligned}$$
**MIAMI-DADE POLICE DEPARTMENT****Security (two officers at hotel from 8am-10pm)****\$ 7,000**

2-4 Officers (supervision and traffic support at Vizcaya reception &amp; other events)

Monday 2:00 PM – 9:00 PM (2-Officers)

Tuesday (2 Officers)

Wednesday (4 Officers)

Thursday (4 Officers)

**MIAMI-DADE TRANSIT AGENCY****Transportation\* (includes four buses to the****\$14,400****Wednesday, June 13, 2007**

6 buses 6:00 pm to 11:00 pm Radisson Hotel to Vizcaya

\$62.00 per hour 5 hours times 6 buses = \$1,860.00

Travel time for 6 buses = 209.00

4 staff persons for 5 hours @45.00 per = 900.00

\$2,969.00**ETSD****Equipment (copy machines, faxes, computers)****\$ 4,000**Copy Machines: a large machine to handle a large volume of copies  
or at least 2 smaller machines; 1-Fax Machine

Computers: 4 (or laptops); Color printers: 2 or 3

**Vizcaya Museum and Gardens**

Fee waiver for rental of the facilities

**\$15,625****GSA****Printing (tickets for meal events and Vizcaya Reception)****\$ 500****Total In-Kind Budget****\$51,573**

**MIAMI-DADE COUNTY  
FEE WAIVER/IN-KIND SERVICES APPLICATION**

COUNTY FEE WAIVERS OR IN-KIND SERVICES REQUESTED THROUGH THIS PROCESS ARE NOT EFFECTIVE UNTIL APPROVED BY  
ACTION OF THE BOARD OF COUNTY COMMISSIONERS PURSUANT TO THE MIAMI-DADE COUNTY HOME RULE CHARTER

Please complete the following form and submit completed form along with requested materials, if applicable, to:

Delores Green  
Office of Strategic Business Management  
111 N.W. 1<sup>st</sup> Street, Suite 2200  
Miami, FL 33128

Phone: (305) 375-5143  
Fax: (305) 375-5168

Type of Event/Application (select one of the following):

- ☐ District Event - Event of minimal impact related to specific commission district (Complete questions 1-7, sign and date; copy will be submitted to the appropriate District Commissioner within two days of receipt of application.)
- ☐ Small Event - Event of minimal impact not necessarily related to a specific commission district. (Complete questions 1-7, sign and date.)
- ☒ Special Event - Event with expected attendance of less than 5,000 with localized impact limited to an individual community or municipality (Complete questions 1-12, sign, date and submit form no later than 60 days prior to event date.)
- ☐ Major Event - Large Event with expected attendance of over 5,000 or significant probability of protests, controversy, violence or vandalism (Complete questions 1-12, sign, date and submit form no later than 120 days prior to event date.)

1. Full legal name of the requesting organization: FIU's Institute for Public Management & Community Service

2. Applicant Status: (Select one of the choices below)

- ☒ Not-For-Profit or Tax Exempt ☐ Local Government or Public Entity
- ☐ For-Profit
- ☐ County Sponsored Event/Sponsoring Department \_\_\_\_\_
- ☐ Other (specify): \_\_\_\_\_

3. Name and contact information for single point of contact (address, phone, fax, e-mail address, etc.): Dr. Allan Rosenbaum and/or Ms. Cristina A. Rodriguez-Acosta. Tel (305) 348-1271, fax (305) 348-1273, email: lagierc@fiu.edu Address: 11200 SW 8<sup>th</sup> St. - PCA 350B, Miami, FL 33199

4. Specify fee waiver or in-kind service requested (quantify, if applicable): Staff support (10 County staff for on site conference administration); security (2 police officers at hotel from 8am to 8pm for 3 days, including supervision and traffic support at Vizcaya reception); Transportation (buses to Vizcaya reception, airport hotel transfers, supervisory assistance and Metrorail passes for conference participants); equipment (computers, copy machine, faxes, flags of the Americas for decoration, plants); printing (tickets for meal events and Vizcaya reception)

5. Name, date of event, description, and purpose of the event (if event is a fund-raiser, define the beneficiaries): The XIII Inter-American Conference of Mayors and Local Authorities, June 11-14, 2007 at the downtown Radisson Hotel. The Conference will bring together mayors, council members, legislators, governors, public officials, political leaders, representatives of non-governmental organizations, as well as local, regional and national leaders of the Western Hemisphere to discuss issues pertaining to the strengthening of democracy and the role of local governments. The Conference is sponsored by Miami-Dade County.

6. Please select ALL that apply to event:

- ☒ Economic Development: Event supports vitality or growth of the local economy
- ☒ Youth/Education: Event benefits youth of any age and/or offers educational benefits
- ☐ Health and Social Services: Event supports health-related causes and/or social programs or institutions that improve quality of life within the community
- ☐ Arts and Culture: Event supports music, theatre, literature, art or culture
- ☐ Environmental: Event benefits environmental concerns or promotes conservation
- ☐ Sports and Athletics: Event supports/promotes organized sports or recreational participation

7. Physical address of event venues (please specify Commission District(s)): Downtown Radisson Hotel, 1601 Biscayne Boulevard, Miami, FL

**MIAMI-DADE COUNTY  
FEE WAIVER/IN-KIND SERVICES APPLICATION**

8. Description of regional or local impact: See attached Appendix 'A'

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9. Daily/hourly event schedule, including set-up and breakdown schedule (attach event calendar, if applicable): See attached agenda

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10. Detailed description of event venues (map or schematic of event venues, access points, surrounding roadways and traffic flow diagrams, if applicable): Downtown Radisson Hotel for all conference events. Wednesday, June 21 from 8pm to 10pm, reception at Viscaya Museum and Gardens.

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11. Expected number of participants and estimated attendance (per day, if applicable): 400 to 500 participants are expected to attend the Conference each day.

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Itemized budget, including total event budget, total budget of host organization, if applicable, and total commitment of resources (attach additional pages as needed): See attached Conference budget for host organization (Appendix 'B' and 'C')

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I hereby certify that all the statements made in this application are true and correct.



Signature of Authorized Representative

4/25/07

Date



## **APPENDIX 'A'**

### **The Inter-American Conference of Mayors and Local Authorities**

#### **A Brief Overview**

For the last ten years, Miami-Dade County Government has sponsored (and Florida International University has organized for it) the Inter-American Conference of Mayors and Local Authorities. The idea of organizing such an annual conference in Miami-Dade County originated with County Commissioner, Sen. Javier D. Souto and this event rapidly emerged as the largest and most important annual gathering of people concerned with local democracy in the Hemisphere. Over the years the event has received extensive newspaper, television and radio coverage throughout the Hemisphere and has served to significantly demonstrate Miami-Dade County's leadership in the promotion of democracy and good governance in the Americas.

The Inter-American Conference of Mayors has played an important role in shaping the discussions regarding the strengthening of local governments in the Americas. This has been demonstrated by its contributions to the Organization of American State's Summit of the Americas Process and many other comparable events. Indeed, it was a result of efforts originating from the Conference that produced the first recognition by the Hemisphere's Presidents of the importance of local governance for democracy in the region as reflected in the Declaration of the Quebec Summit of 2001.

- Over the past ten years the Inter-American Conference of Mayors has brought to Miami-Dade County about 5,280 local leaders, senior government officials, legislators, governors and senior administrators of the Americas and about 10,560 accompanying visitors to the County. It should be noted that conference attendees cover all of their own participation costs.
- Among the participants from Latin America have been many of the leading figures in the Hemisphere including the chief executives of such cities as Bogota, Medellin and Cali, Colombia; Panama City, Panama; Guatemala City, Guatemala; San Salvador, El Salvador; Santiago, Chile; Cordoba, Argentina; Tegucigalpa, Honduras; Asuncion, Paraguay; Santa Cruz, Bolivia; Quito, Ecuador; Lima, Peru; Monterrey, Mexico; etc.
- Senior high ranking officials of the US Government routinely attend the Conference. In the past these have included the Secretary of US Department of Housing and Urban Development; various assistants to the President of the United States including the White House Representative for Local Governments; the Deputy Director of the US Agency for International Development; US Ambassador to the Organization of American States; and the President of the Inter-American Foundation among others.
- Key leaders of major international organizations have routinely participated. Among them have been the President of the Inter-American Development Bank; the Secretary General of the Organization of American States; senior officials of the World Bank and the United Nations; etc.
- The Inter-American Conference of Mayors has brought to the local hotel industry over \$660,000 just in room revenue. About \$85,800 in local taxes have been related to those rooms (@13%).

- If we assume that each attendee has spent at least \$500 in shopping, dining and entertainment, the Conference has brought about \$2,640,000 to the local economy in the past ten years. This number would be much more if we were to estimate what the accompanying persons have spent while in Miami-Dade County.

It's been said about the Conference:

*"It's been a great pleasure attending the Inter-American Conference of Mayors. It's a very enriching and interesting experience, even more so because of the attendance by so many people from different countries. The experiences discussed were all relevant. We want to thank you also for the great experience we personally had in that beautiful County".*

**Hon. Armida Villela de Lopez Contreras, Vice President of Honduras**

*"...The important contribution and the efforts made by your organization...significantly enriched the Summit Process and increased hemispheric cooperation with regard to the goals of the Fourth Summit of the Americas including job creation, democratic governance, citizen participation, and the promotion of human rights."*

**Mr. Luis Alberto Rodriguez, Director, Summit of the Americas Secretariat, Organization of American States**

*"...this (The Inter-American Conference of Mayors) venue, is an open space of discussion and analytical reflection that benefits all the local governments of Latin America... and it has become a central point of reference for all of us..."*

**Hon. Enrique Riera Escudero, Mayor of Asuncion, Paraguay**

*"I consider forums like this one as an incredible opportunity to share with different people very diverse experiences...The possibility of discussing initiatives with representatives from other cities is an invaluable opportunity...I am convinced that the Conferences is the ideal scenario for the discussion of themes related to the strengthening of democracy, local development and decentralization".*

**Hon. Sergio Fajardo Valderrama, Mayor of Medellin, Colombia**

*"...the Mayors conference is a unique venue, in that it brings together local officials from throughout the region, permitting them to interact and exchange information with their colleagues, identify and work together on common challenges and improve their own knowledge and skills...the conference is a valuable tool for building and strengthening capacity in the Americas for more effective local governance."*

**Ms. Elizabeth Spehar, Former Director of the Unit for the Promotion of Democracy at the Organization of American States**

Appendix "B"

BUDGET SHEET - 2007 - XIII Mayors Conference				
Principal Investigator/Project Director:		Dr. Allan Rosenbaum		
Agency: Miami-Dade County Seaport Department	Duration	From: 10/1/2006	To: 9/30/2007	
<b>A. Senior Personnel: P/PI, Co-PI's, Faculty and other Senior Assoc.</b> (List each separately with title; For A.6 show number in brackets)				
	12 month	9 month	Summer	Total
1. Conference Director - Allan Rosenbaum - 1 week	\$ 2,107.00	\$ -	\$ -	\$ 2,107.00
FRINGE BENEFITS FOR PERSONNEL ABOVE	\$ 579.43	\$ -	\$ -	\$ 579.43
2. Conference Coordinator - Cristina A. Rodriguez-Acosta	\$ 57,214.00	\$ -	\$ -	\$ 57,214.00
FRINGE BENEFITS FOR PERSONNEL ABOVE	\$ 15,733.85	\$ -	\$ -	\$ 15,733.85
3.	\$ -	\$ -	\$ -	\$ -
FRINGE BENEFITS FOR PERSONNEL ABOVE	\$ -	\$ -	\$ -	\$ -
4.	\$ -	\$ -	\$ -	\$ -
FRINGE BENEFITS FOR PERSONNEL ABOVE	\$ -	\$ -	\$ -	\$ -
5.	\$ -	\$ -	\$ -	\$ -
FRINGE BENEFITS FOR PERSONNEL ABOVE	\$ -	\$ -	\$ -	\$ -
6.	\$ -	\$ -	\$ -	\$ -
FRINGE BENEFITS FOR PERSONNEL ABOVE	\$ -	\$ -	\$ -	\$ -
TOTAL SENIOR PERSONNEL (1-6)				\$ 64,830.28
FRINGE BENEFITS FOR SECTION A.				\$ 16,313.28
<b>A. 2. Overload</b>				
1.				\$ -
FRINGE BENEFITS FOR PERSONNEL ABOVE				\$ -
2.				\$ -
FRINGE BENEFITS FOR PERSONNEL ABOVE				\$ -
TOTAL OVERLOAD				\$ -
TOTAL FRINGE BENEFITS FOR SECTION A.2.				\$ -
<b>B. Other Personnel (Show Numbers in Brackets) (OPS)</b>				
1. ( ) Other Professionals				\$ -
2. ( ) Graduate Students				\$ -
3. 2 Undergraduate Students				\$ 20,880.00
4. ( ) Secretarial-Clerical (SECRETARIAL-CLERICAL WILL REQUIRE A DIRECT CHARGE EXEMPTION FORM AT PROPOSAL TIME)				\$ -
5. ( ) Other				\$ -
TOTAL OTHER PERSONNEL (1-6)				\$ 20,880.00
TOTAL FRINGE BENEFITS FOR SECTION B.				\$ -
TOTAL SALARIES & WAGES (A+B)				\$ 85,714.28
TOTAL FRINGE BENEFITS				\$ 16,313.28
TOTAL SALARIES, WAGES, AND FRINGE BENEFITS				\$ 102,027.56
<b>C. Expenses (In alphabetical order by category)</b>				
1. Communication & Freight				\$ -
2. Computer Services/Time				\$ -
3. Consultant Services (these do not have fringe benefits)				\$ -
4. Data Processing Supplies				\$ -
5. Educational Supplies				\$ -
6. Food				\$ -
7. Postage				\$ 8,600.00
Materials and Supplies (OFFICE SUPPLIES WILL REQUIRE A DIRECT CHARGE EXEMPTION FORM AT PROPOSAL TIME)				\$ 500.00
9. Publication Costs/Documentation/Dissemination/Printing/Reproduction				\$ 2,000.00
10. Rentals				\$ -
11. Stipends Nontaxable				\$ -
12. Subcontracts/Independent Contractors (list each subcontractor individually below)				\$ -
a.				\$ -
b.				\$ -
13. Telecommunications Charges				\$ 1,832.00
14. Travel				\$ -
1. In-state				\$ -
2. Domestic				\$ 900.00

Appendix "B"

3. Foreign		\$ 1,100.00
15. Tuition		
If not included above, specify other category (ANY ITEM LISTED BELOW THAT IS NORMALLY NOT CHARGED TO A 16. GRANT WILL REQUIRE A DIRECT CHARGE EXEMPTION FORM)		\$ -
TOTAL EXPENSES		
D. Permanent Equipment & Books or other library resources (list item and dollar amount for each item exceeding \$1,000)		
TOTAL PERMANENT EQUIPMENT		
E. Total Direct Costs (A through D)		
F. Indirect Costs		
INDIRECT COST RATE		
INDIRECT COST BASE		
TOTAL INDIRECT COSTS		
G. TOTAL DIRECT AND INDIRECT COSTS		

<b>BUDGET SHEET - 2007 - XIII Mayors Conference - TDC</b>				
<b>Principal Investigator/Project Director:</b>		Dr. Allan Rosenbaum		
<b>Agency:</b> Miami-Dade Tourist Development Council - TDC	<b>Duration</b>	From: 10/1/2006	To: 9/30/2007	
<b>A. Senior Personnel: PI/PD, Co-PI's, Faculty and other Senior Assoc.</b>				
(List each separately with title; For A.6 show number in brackets)				
	12 month	9 month	Summer	Total
1.		\$ -	\$ -	0.00
FRINGE BENEFITS FOR PERSONNEL ABOVE	\$ -	\$ -	\$ -	0.00
2.		\$ -	\$ -	0.00
FRINGE BENEFITS FOR PERSONNEL ABOVE	\$ -	\$ -	\$ -	0.00
3.		\$ -	\$ -	0.00
FRINGE BENEFITS FOR PERSONNEL ABOVE	\$ -	\$ -	\$ -	0.00
4.		\$ -	\$ -	0.00
FRINGE BENEFITS FOR PERSONNEL ABOVE	\$ -	\$ -	\$ -	0.00
5.		\$ -	\$ -	0.00
FRINGE BENEFITS FOR PERSONNEL ABOVE	\$ -	\$ -	\$ -	0.00
6.		\$ -	\$ -	0.00
FRINGE BENEFITS FOR PERSONNEL ABOVE	\$ -	\$ -	\$ -	0.00
<b>TOTAL SENIOR PERSONNEL (1-6)</b>				0.00
<b>FRINGE BENEFITS FOR SECTION A.</b>				0.00
<b>A. 2. Overload</b>				
1.				
FRINGE BENEFITS FOR PERSONNEL ABOVE				0.00
2.				
FRINGE BENEFITS FOR PERSONNEL ABOVE				0.00
<b>TOTAL OVERLOAD</b>				0.00
<b>TOTAL FRINGE BENEFITS FOR SECTION A.2.</b>				0.00
<b>B. Other Personnel (Show Numbers in Brackets) (OPS)</b>				
1. ( ) Other Professionals				0.00
2. ( ) Graduate Students				
3. 2 Undergraduate Students				
4. ( ) Secretarial-Clerical (SECRETARIAL-CLERICAL WILL REQUIRE A DIRECT CHARGE EXEMPTION FORM AT PROPOSAL TIME)				0.00
5. ( ) Other				
<b>TOTAL OTHER PERSONNEL (1-6)</b>				0.00
<b>TOTAL FRINGE BENEFITS FOR SECTION B.</b>				0.00
<b>TOTAL SALARIES &amp; WAGES (A+B)</b>				0.00
<b>TOTAL FRINGE BENEFITS</b>				0.00
<b>TOTAL SALARIES, WAGES, AND FRINGE BENEFITS</b>				0.00
<b>C. Expenses (In alphabetical order by category)</b>				
1. Communication & Freight				0.00
2. Computer Services/Time				0.00
3. Consultant Services (these do not have fringe benefits)				0.00
4. Data Processing Supplies				0.00
5. Educational Supplies				0.00
6. Food				0.00
7. Postage				2,000.00
Materials and Supplies (OFFICE SUPPLIES WILL REQUIRE A DIRECT CHARGE EXEMPTION FORM AT PROPOSAL TIME)				
8. TIME)				
9. Publication Costs/Documentation/Dissemination/Printing/Reproduction				2,400.00
10. Rentals				0.00
11. Stipends Nontaxable				0.00
12. Subcontracts/Independent Contractors (list each subcontractor individually below)				0.00
a.				0.00
b.				0.00
13. Telecommunications Charges				
14. Travel				
1. In-state				0.00
2. Domestic				

3. Foreign		
15. Tuition		
If not included above, specify other category (ANY ITEM LISTED BELOW THAT IS NORMALLY NOT CHARGED TO A 16. GRANT WILL REQUIRE A DIRECT CHARGE EXEMPTION FORM) - Translation Services		10,000.00
TOTAL EXPENSES		
D. Permanent Equipment & Books or other library resources (list item and dollar amount for each item exceeding \$1,000)		
TOTAL PERMANENT EQUIPMENT		
E. Total Direct Costs (A through D)		
F. Indirect Costs		
INDIRECT COST RATE		
INDIRECT COST BASE		10,000
TOTAL INDIRECT COSTS		
G. TOTAL DIRECT AND INDIRECT COSTS		14,000.00

**ELEVENTH INTER-AMERICAN CONFERENCE OF MAYOR  
JUNE 19-22, 2005  
IN-KIND BUDGET**

<b>Staff Support</b> (in-kind County Staff for Conference administration)	\$7,000
<b>Security</b> (two officers at hotel from 8am-10pm for three (2) days including supervision and traffic support at Vizcaya reception)	\$7,000
<b>Transportation*</b> (includes four buses to the Vizcaya reception, two buses and vans for airport hotel transfers, supervisory assistance, and Metrorail passes for conference participants)	\$7,000
<b>Equipment</b> (copy machines, faxes, computers)	\$4,000
<b>Printing</b> (tickets for meal events and Vizcaya Reception)	<u>\$ 500</u>
<b>Total In-Kind Budget</b>	<b>\$25,500</b>

\*Based on last year's conference events. This year's events will be similar in scope





# Memorandum



**Date:** June 5, 2007

**To:** Honorable Chairman Bruno A. Barreiro  
and Members, Board of County Commissioners

**From:** George M. Burgess  
County Manager

A handwritten signature in black ink, appearing to read "Burgess", written over the printed name of George M. Burgess.

**Subject:** Countywide In-Kind Request Recommendation

The Office of Strategic Business Management (OSBM) has reviewed the attached in-kind request and recommends for the item to move forward to the Board of County Commissioners for consideration. The countywide in-kind reserve balance allows for the funding of this request.

## Background

A waiver for in-kind services has been requested by a not-for-profit organization the Florida International University 13<sup>th</sup> Inter-American Conference of Mayors and Local Authorities scheduled for June 11-14, 2007.

In-kind services have been requested in an amount not to exceed \$7,000 from the Miami-Dade Police Department, \$17,568 from the Miami-Dade Transit Agency, \$1,760 from the Communications Department, \$500 from General Services Administration, \$4,000 from the Enterprise Technology Services Department, \$1,760 from the Office of Community and Economic Development and \$3,360 Miami Dade County Fire Department for a total in-kind amount of \$35,948. This event will be funded in part from the countywide in-kind reserve fund and in part from the non-ad valorem portion of the Fire Rescue District Budget.

In FY 2006-07, Florida International University has received a total of \$299,549 in county support (\$130,000 in General Fund, \$162,549 funded from the Department of Cultural Affairs, \$2,000 from District 1 and \$5,000 from District 4 discretionary reserves). In addition, on the May 14, 2007 Recreation and Cultural Affairs Committee, under the sponsorship of Commissioner Souto, for your consideration, is a fee waiver for the use of Vizcaya Museum and Gardens in the amount not to exceed \$15,625.

Inkind8507

A handwritten number "17" in black ink, located at the bottom center of the page.